Year 2000 Testing
Pell Grant Data Processing
Updated November 19, 1999

Introduction

As part of the Office of Student Financial Assistance (OSFA) efforts to address potential year 2000 (Y2K) computer problems, the Recipient and Financial Management System (RFMS) will be available for you to test the ability of your school's systems to send and receive 1999-2000 Federal Pell Grant data in a year 2000 compliant format. We will give you the results of the test, but successful testing is not Department of Education certification of your systems' Y2K compliance. If you use only the 1999-2000 EDExpress and EDconnect software provided by the Department for all of your financial aid processing, the Department has already certified the EDExpress and EDconnect software for Y2K compliance. However, we strongly encourage all Pell schools to participate in the RFMS Y2K testing.

Y2K testing with RFMS will include processing the following types of data:

> Origination records
> Disbursement records
> Data Request records for Year-to-date (YTD) data
> Electronic Statements of Account (ESOA) records

This plan contains the RFMS Y2K testing schedule, description of the testing process, test case preparation guidelines, and tips for successful testing. Please note that you must create the test records that you send to RFMS for Y2K testing. You may NOT use real students and you cannot use ISIR records generated during the CPS Y2K test.

The record layouts and valid data requirements for each field are available to you on the Information for Financial Aid Professionals Web site (http://ifap.ed.gov). At the IFAP home page, click on Bookshelf, scroll to "Pell Grant Process", then click on it.

Schedule

The RFMS will be available for Y2K testing during the time period of **September 13 through December 17, 1999.** Testing during this period may be done for Originations, Disbursements, and Data Requests.

During this time period, we will set the system clock used for RFMS processing to specific future dates that we consider critical for Y2K compliance. We will do this on a rotating basis each week during the testing window to give you as many opportunities as possible to submit your test data. The following chart shows the detailed schedule. You may send your test data on the dates most convenient for you.

RFMS Y2K School Testing Dates – Origination, Disbursement, Data Request
September 13 – December 17, 1999

Each Monday System Date 12/31/1999	Each Tuesday System Date 01/03/2000	Each Wednesday System Date 02/29/2000	Each Thursday System Date 03/01/2004
September 13	September 14	September 15	September 16
September 20	September 21	September 22	September 23
September 27	September 28	September 29	September 30
October 4	October 5	October 6	October 7
October 11 – HOLIDAY	October 12	October 13	October 14
October 18	October 19	October 20	October 21
October 25	October 26	October 27	October 28
November 1	November 2	November 3	November 4
November 8	November 9	November 10	November 11 - HOLIDAY
November 15	November 16	November 17	November 18
November 22	November 23	November 24	November 25 HOLIDAY
November 29	November 30	December 1	December 2
December 6	December 7	December 8	December 9
December 13	December 14	December 15	December 16

If you receive an unexpected error message in your processed results, you may correct your data and resubmit it on the next scheduled day for the Y2K date(s) you selected. You will use this same process for submitting Origination, Disbursement, and Data Requests for YTD data. Note that we have reserved Friday through Sunday of each week for our own internal use.

Testing Process

When you have chosen the dates you wish to use from the schedule above and are ready to begin your Y2K test, you will set the date on your systems (mainframe and/or PC) to the Y2K date designated for the test run you have selected and enter your test records. Please see the Test Case Guidelines and examples below.

Recipient Data Exchange (RDE) users:
You will prepare your test batch(es) on tape (cartridge or reel) and then send the tape to the address printed on the RDE Transmittal Form (Section 9, Exhibit 2 in the RDE User's Guide).

If you have any questions, contact Pell_Systems @ed.gov.

Electronic Data Exchange (EDE) users:
You will transmit your test batch via the Title IV WAN to the RFMS Y2K test mailbox
(**TG56321**). The message class table within the EDconnect software includes the correct
mailbox. If you do not use EDconnect, you must make the change within your transmission
procedures to send your Y2K test data to the test mailbox. Further, if you do not use
EDconnect, please especially review item 4 in the "Tips" section which follows.

RFMS will retrieve your test data from the mailbox, process the data, and return the processed
results to your regular production Title IV WAN mailbox. To prevent test data from getting into
the production environment, we have created unique message classes for the batches used in the
Y2K testing process. The chart below gives the file description, the batch type, the original
message class, and the unique Y2K testing message class:

For Sending Records to RFMS

File Description	Batch Type	Original Message Class	Testing Message Class*
Origination Records	#O	PGOR00IN	TGOR00IN
Disbursement Records	#D	PGDR00IN	TGDR00IN
Data Request Records	#R	PGRQ00IN	TGRQ00IN

*Must include Transmission Headers, Grant Header, Grant Trailer, and Transmission Trailers.

Receiving Records from RFMS

File Description	Batch Type	Original Message Class	Testing Message Class**
Origination Acknowledgment Records	#O	PGOA00OP	TGOA00OP
Disbursement Acknowledgment Records	#D	PGDA00OP	TGDA00OP
Data Request Acknowledgment Records	#R	PGRA00OP	TGRA00OP
Year to Date Records	#Y	PGYR00OP	TGYR00OP
Statement of Account (ESOA) Records	#A	PGAS00OP	TGAS00OP

**Will include Transmission Headers, Grant Header, Grant Trailer, and Transmission Trailers.

The following describes the steps EDE users will follow in completing these tests:

Step	Action
1	Select the test runs in which you wish to participate and set the system date on your system to the designated Y2K date.
2	Enter your test records (origination, disbursement, or data request): *a. using your normal process; and/or* *b. entering manually to a test file; and/or* *c. importing the "external" record layouts.* *The exact process(es) you need depends on the configuration and input choices of the specific system you use, e.g., EDExpress, a third party vendor, your own "in-house" system.*
3	Batch your records and prepare them for transmission to RFMS using the special Y2K test message classes.
4	Transmit the records to RFMS via the Title IV WAN to the RFMS test mailbox.
5	RFMS processes the records you transmitted and places the Acknowledgment records in your Title IV WAN mailbox.
6	Import the processed records into your system and verify the results.

To allow schools to test receipt of an ESOA file, RFMS will produce an ESOA file for each school that has successfully completed Y2K testing with RFMS. This file will have a 02/29/2000 date and allow schools to test that their systems can retrieve and interpret the ESOA file correctly. This file will be generated on November 22, 1999 for all of the schools who have completed testing from the beginning of Y2K testing until November 19, 1999. Files will be generated on December 17, 1999 for all of the schools who have completed testing from November 22 until December 15, 1999.

Test Case Guidelines

Whether you use RDE or EDE, you must create the test records that you send to RFMS for Y2K testing. We offer the following guidelines to help your school perform a meaningful and successful test.

Number of Test Cases

RFMS will process up to 25 test cases per submission from an institution, or up to 100 test cases per submission from a Servicer handling data exchange for postsecondary institutions participating in the Federal Pell Grant program.

Student Identifiers

Due to the large number of schools participating in this test and to help ensure that your test data does not get confused with live data, the RFMS needs to have unique student identifiers submitted in test records. This allows us to pre-build an RFMS Y2K-test Eligible Applicant database so that RFMS will not reject all your test cases for identifier errors. In establishing the student identifiers for your RFMS Y2K test data:

Use your Pell Institution Number as the first six digits in the "Original SSN" portion of the student identifier.
Use a number from 001 through 100 as the last three digits of each "Original SSN".
Use TE (for Test) as the "Original Name Code" in the student identifier.
Use 01 as the Transaction number for all test cases.

You may submit test records that do not follow these guidelines; however, the processing results you should expect for such records are that RFMS will reject them.

Expected Family Contribution (EFC) Values

Since the EFC value on the record you submit must match the EFC on the RFMS Y2K-test Eligible Applicant database, we have assigned a specific EFC to each valid value for the last 3 digits of the "Original SSN" in the student identifier. You should consider creating some test cases for each of the four EFC values by assigning the last 3 digits of SSN according to the following chart:

Last 3 Digits of SSN	EFC
001-025	00000
026-050	01000
051-075	02500
076-100	02925

Once again, you may submit test records that do not follow these guidelines; however, the processing results you should expect for such records are that RFMS will reject them.

Test case examples for School 099999:

Original SSN	Name Code	Transaction	EFC
099999001	TE	01	00000
099999030	TE	01	01000

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099999059    TE          01              02500
099999099    TE          01              02925
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Testing of Y2K Dates

To adequately test Y2K dates, you should consider using the following values in these fields in some of your test records.

Data Field	Values
Grant Batch Header and Trailer records: Date batch created (in Batch Number)	19991231 20000103 20000229 20040301
Origination records: Estimated Disbursement Dates	19991231 20000103 20000229 20040301
Origination records: Enrollment Date	19991231 20000103 20000229
Disbursement records: Disbursement Date	19991231 20000103 20000229 20040301

Tips for Successful Testing (added July 26, 1999)

Based on our experience thus far in RFMS Y2K school testing, you can improve your testing results by the following:

1.   Following the instructions, procedures, and guidelines contained within this document carefully and precisely.

2.   Plan your expected results and review your test cases thoroughly BEFORE YOU SUBMIT THEM to make sure they will produce the results you expect.

3.   Use Y2K dates, not current date, in your test cases and Batch Numbers. The goal of the RFMS Y2K school testing is to help you determine if your systems can continue to operate past December 31, 1999. Using the Y2K environment to test dates in the present will not achieve this goal and may leave your systems vulnerable.

4.   If you use your own (or a third party vendor's) software to generate your data files but DO use EDconnect to transmit your data to us, omit the TIVWAN Transmission Header Record (O*N01), the TIVWAN Transmission Batch Header Record (O*N05), the TIVWAN

Transmission Batch Trailer Record (O*N95), and the TIVWAN Transmission Trailer Record (O*N99) from the file you input to EDconnect. The EDconnect software produces these four (4) records for you. When your input file to EDconnect includes these records, your output has 2 of each of the 4 TIVWAN records. We cannot process transmissions with these multiple TIVWAN records.

5.   If you do not use EDconnect, you must ensure that:
        a.   your transmission procedures send the Y2K message classes (TG.....) <u>only</u> to the RFMS Y2K Test mailbox (TG56321);
        b.   your transmission procedures send the production message classes (PG... for 1999-2000) <u>only</u> to the Pell Production mailbox (TG54880).

6.   In the Grant Batch Header and Grant Batch Trailer records, make sure the Batch Number in both records for one batch agrees; otherwise, the processing of your test halts.

7.   In the Grant Batch Header and Grant Batch Trailer records, make sure you assign a <u>new, unique</u> Batch Number each time you transmit to us; otherwise, our edits will reject all but the first batch as "duplicates". Note: If our Customer Service staff contacts you to resend a transmission, they will tell you at that time if you should use new Batch Numbers.

8.   In the Origination Record, the following data must match exactly or we will reject the record in entirety:
        Origination ID SSN (positions 1-9) and Original SSN (positions 24-32)
        Origination ID Name Code (positions 10-11) and Original Name Code (positions 33-34)
Follow the **Test Case Guidelines-Student Identifiers** for the SSN and Name Code fields in both locations shown above.

9.   Effective July 26, 1999, the RFMS Y2K-test Eligible Applicant database we build as a school enters Y2K testing contains <u>no</u> records flagged as "selected for applicant data verification by the Central Processing System". In the Origination Record, Verification Status code (position 197):

R (for Reprocessed)	Will cause a correction since transaction 01 is an original, not a reprocessed applicant record
S (Selected, not verified)	Will cause a correction since no records are flagged as selected

10.   Before submitting any other transaction type (Disbursement Records, Data Requests), you must submit an Origination Record and should receive the Origination Acknowledgement with a status (position 59) of A (Accepted) or C (Corrected).